

SECRET

OFFICE OF RESEARCH AND REPORTS

PERSONNEL T/O

OFFICE OF THE ASSISTANT DIRECTOR

25X1A

Assistant Director
Deputy Assistant Director
Administrative Assistant
Secretary

GS-17
GS-16
GS-9
GS-6

25X1A

ADMINISTRATIVE OFFICE

Headquarters

Chief (Administrative Officer)
Administrative Assistant
Clerk

GS-11
GS-11
GS-6

Services Branch

Administrative Assistant
Administrative Assistant
Clerk

GS-11
GS-9
GS-6

Information Control Branch

Chief
Information Control Officer
Information Control Officer
Clerk
Clerk
Clerk
Messenger

GS-12
GS-9
GS-7
GS-5
GS-4
GS-3
CPC-3

25X1A

PLANS AND OPERATIONS STAFF

Office of the Chief

Chief
Administrative Assistant
Clerk

GS-15
GS-7
GS-5

SECRET

- 2 -

Plans Branch

25X1A

Chief
Intelligence Officer
Intelligence Officer
Clerk (Stenography)

OS-14
OS-12
OS-9
OS-5

25X1A

Programs Branch

Chief
Intelligence Officer
Secretary (Stenography)
Clerk (Stenography)

OS-14
OS-14
OS-5
OS-5

25X1A

Publications Branch

Chief
Intelligence Officer
Intelligence Officer
Clerk
Clerk Typist

OS-14
OS-12
OS-9
OS-5
OS-4

Requirements Branch

Chief
Intelligence Officer
Technologist
Intelligence Officer
Intelligence Officer
Stenotypist
Clerk
Clerk Stenographer

OS-14
OS-13
OS-12
OS-12
OS-9
OS-8
OS-5
OS-4

REGIONAL RESEARCH DIVISION

Chief
Administrative Assistant
Secretary
Information Control Officer
Administrative Clerk

OS-15
OS-9
OS-7
OS-5
OS-4

SECRET
- 3 -

EASTERN EUROPE BRANCH

Office of the Chief

25X1A

Chief
Assistant Chief
Administrative Assistant
Secretary

GS-15
GS-15
GS-7
GS-6

25X1A

Information Control

Information Control Officer
Information Control Officer
Information Control Officer

GS-7
GS-5
GS-4

Projects Staff

Intelligence Officer
Secretary
Stenographer

GS-11
GS-5
GS-4

USSR Section

Intelligence Officer
Intelligence Officer
Intelligence Officer
Intelligence Officer
Secretary

GS-11
GS-13
GS-12
GS-11
GS-5

Eastern Europe Section

Intelligence Officer
Intelligence Officer
Intelligence Officer
Secretary
Class-Stenographer

GS-11
GS-13
GS-11
GS-5
GS-4

ILLEGIB



WESTERN EUROPE BRANCH

Office of the Chief

Chief
Assistant Chief
Administrative Assistant
Secretary

GS-15
GS-14
GS-7
GS-5

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Information Control

25X1A

Information Control Officer
Information Control Clerk
Information Control Clerk
Clerk-Typist

GS-7
GS-5
GS-4
GS-3

25X1A

Projects Staff

Intelligence Officer
Intelligence Officer
Control Clerk
Clerk-Typist

GS-13
GS-11
GS-5
GS-4

German Section

Intelligence Officer
Intelligence Officer
Intelligence Officer
Intelligence Officer
Intelligence Officer
Clerk
Clerk-Typist

GS-14
GS-12
GS-11
GS-9
GS-7
GS-5
GS-3

French Section

Intelligence Officer
Intelligence Officer
Intelligence Officer
Clerk
Clerk

GS-14
GS-12
GS-11
GS-5
GS-4

Italian Section

Intelligence Officer
Intelligence Officer
Intelligence Officer
Clerk

GS-13
GS-12
GS-9
GS-5

Austro-Swiss Section

Intelligence Officer
Intelligence Officer
Intelligence Officer
Intelligence Officer

GS-12
GS-11
GS-9
GS-7

SECRET

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25X1A

Danish Section

Intelligence Officer
Intelligence Officer
Clerk

OS-13
OS-9
OS-4

25X1A

French and Spanish North and West Africa Section

Intelligence Officer
Intelligence Officer
Intelligence Officer
Clerk

OS-13
OS-12
OS-11
OS-4

Iberian Section

Intelligence Officer
Intelligence Officer
Intelligence Officer
Clerk

OS-13
OS-12
OS-9
OS-4

Scandinavian Section

Intelligence Officer
Intelligence Officer
Intelligence Officer
Intelligence Officer
Secretary

OS-14
OS-13
OS-12
OS-11
OS-5

British Section

Intelligence Officer
Intelligence Officer
Intelligence Officer

OS-12
OS-11
OS-9

Commonwealth and Empire Section

Intelligence Officer
Intelligence Officer
Intelligence Officer
Intelligence Officer

OS-14
OS-12
OS-11
OS-9

25X1A

SECRET

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NEAR EAST BRANCH

Office of the Chief

25X1A

Chief
Administrative Assistant
Secretary

GS-15
GS-7
GS-5

25X1A

Information Control Section

Information Control Officer
Information Control Clerk
Clerk

GS-7
GS-5
GS-4

Projects Staff

Intelligence Officer

GS-14

Near East Section

Intelligence Officer
Intelligence Officer
Intelligence Officer
Intelligence Officer
Secretary
Clerk-Stenographer

GS-14
GS-13
GS-12
GS-11
GS-5
GS-4

Arab States Section

Intelligence Officer
Intelligence Officer
Intelligence Officer
Intelligence Officer
Intelligence Officer
Intelligence Officer
Secretary
Clerk-Stenographer

GS-14
GS-13
GS-12
GS-11
GS-9
GS-7
GS-5
GS-4

Middle East Section

Intelligence Officer
Intelligence Officer
Intelligence Officer
Secretary

GS-14
GS-12
GS-11
GS-5

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SECRET

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South Asia Section

Intelligence Officer
Intelligence Officer
Intelligence Officer
Intelligence Officer

25X1A

OS-11
OS-13
OS-11
OS-9

25X1A

Africa Section

Intelligence Officer
Intelligence Officer
Intelligence Officer
Secretary
Clerk-Stenographer

OS-11
OS-11
OS-9
OS-5
OS-1

25X1A

FAR EAST-PACIFIC BRANCH

Office of the Chief

Chief
Administrative Assistant
Clerk-Stenographer

OS-15
OS-7
OS-1

Information Control Section

Information Control Officer
Information Control Clerk
Mail and File Clerk
Clerk-Typist

OS-7
OS-5
OS-4
OS-3

Projects Staff

Intelligence Officer
Intelligence Officer
Intelligence Officer
Secretary

OS-11
OS-13
OS-12
OS-5

Maritime Section

Intelligence Officer
Intelligence Officer
Intelligence Officer
Intelligence Officer
Intelligence Officer
Clerk

OS-11
OS-13
OS-12
OS-11
OS-9
OS-1

~~SECRET~~

China Section

Intelligence Officer
Intelligence Officer
Intelligence Officer
Intelligence Officer
Intelligence Officer
Clerk
Clerk

25X1A

OS-14
OS-13
OS-12
OS-11
OS-9
OS-5
OS-4

25X1A

Southern Section

Intelligence Officer
Intelligence Officer
Intelligence Officer
Intelligence Officer
Intelligence Officer
Intelligence Officer
Clerk
Clerk

OS-14
OS-13
OS-12
OS-11
OS-9
OS-7
OS-5
OS-4

25X1A

LATIN AMERICA BRANCH

Office of the Chief

Chief
Assistant Chief
Administrative Assistant
Secretary

OS-15
OS-14
OS-7
OS-5

Information Control Section

Information Control Officer
Clerk

OS-5
OS-4

Projects Staff

Intelligence Officer
Intelligence Officer
Clerk

OS-14
OS-13
OS-5

~~SECRET~~

- 9 -

Northern Section

Intelligence Officer
Intelligence Officer
Intelligence Officer
Intelligence Officer
Intelligence Officer

25X1A

OS-14
OS-13
OS-12
OS-11
OS-9

25X1A

Central Section

Intelligence Officer
Intelligence Officer
Intelligence Officer
Intelligence Officer
Secretary

OS-14
OS-12
OS-11
OS-9
OS-5

Southern Section

Intelligence Officer
Intelligence Officer
Intelligence Officer
Intelligence Officer
Intelligence Officer
Intelligence Officer
Clerk-Stenographer
Clerk-Stenographer

OS-14
OS-13
OS-12
OS-11
OS-9
OS-7
OS-5
OS-4

25X1A

Inter-American Section

Intelligence Officer
Intelligence Officer

OS-14
OS-12

INTERNATIONAL ORGANIZATIONS BRANCH

Office of the Chief

Chief
Intelligence Officer
Intelligence Officer
Administrative Clerk
Secretary
Clerk-Stenographer

OS-15
OS-11
OS-7
OS-6
OS-5
OS-4

SECRET

INTERNATIONAL COMMUNISM BRANCH

Office of the Chief

Chief
Secretary

25X1A

25X1A

International Communism Section

Intelligence Officer
Intelligence Officer
Intelligence Officer
Intelligence Officer
Intelligence Officer
Clerk

GS-14
GS-13
GS-12
GS-11
GS-9
GS-4

Propaganda Evaluation Section

Intelligence Officer
Intelligence Officer

GS-14
GS-9

25X1A

PSYCHOLOGICAL DIVISION

Office of the Chief

Chief
Intelligence Officer

GS-14
GS-14

GEOGRAPHIC DIVISION

Office of the Chief

Chief
Deputy Chief
Geographer
Administrative Officer
Secretary-Stenography
Secretary-Stenography
Clerk
Chauffeur

25X1A

GS-15
GS-15
GS-11
GS-11
GS-6
GS-5
GS-5
CPC-4

25X1A

SECRET

SECRET

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- 11 -

Editorial Section

Editor
Editor
Editor
Clerk-Stenographer
Clerk (Typing)

25X1A

GS-13
GS-12
GS-11
GS-4
GS-4

25X1A

Information Control Section

Information Control Officer
Clerk
Clerk
Clerk

GS-7
GS-5
GS-4
GS-3

SOV/ORB BRANCH

Office of the Chief

Chief
Clerk-Stenographer

GS-11
GS-4

USSR Section

Geographer
Geographer
Geographer
Geographer

GS-13
GS-12
GS-11
GS-9

Western Satellites Section

Geographer
Geographer
Geographer

GS-13
GS-12
GS-11

ROM/DOV BRANCH

Office of the Chief

Chief
Clerk-Stenographer

GS-11
GS-4

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- 12 -

Western Europe Section

Geographer
Geographer
Geographer
Geographer

25X1A

OS-13
OS-12
OS-11
OS-9

25X1A

Near-East/Africa Section

Geographer
Geographer
Geographer
Geographer

OS-13
OS-12
OS-11
OS-9

Far East/Pacific Section

Geographer
Geographer
Geographer
Geographer

OS-13
OS-12
OS-11
OS-9

Western Hemisphere Section

Geographer
Geographer
Geographer

OS-13
OS-11
OS-9

TERRITORIAL STUDIES BRANCH

Office of the Chief

Chief
Chief-Stenographer

OS-14
OS-4

Sov/Orb Section

Geographer
Geographer
Geographer

OS-13
OS-12
OS-11

SECRET

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SECRET

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Non/Sov Section

Geographer
Geographer

25X1A

GS-13
GS-11

25X1A

CARTOGRAPHY BRANCH

Office of the Chief

Chief
Cartographer
Cartographer
Cartographer
Printing & Pub. Clerk
Secretary-Stenography
Property and Supply Clerk

GS-11
GS-13
GS-11
GS-9
GS-6
GS-5
GS-4

Compilation Section No. 1

Chief
Cartographer
Cartographer
Cartographer
Cartographer

GS-13
GS-12
GS-11
GS-9
GS-7

Compilation Section No. 2

Chief
Cartographer
Cartographer
Cartographer
Cartographer

GS-13
GS-12
GS-11
GS-9
GS-7

Compilation Section No. 3

Chief
Cartographer
Cartographer
Cartographer
Cartographer

GS-13
GS-12
GS-11
GS-9
GS-7

SECRET

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SECRET

- 14 -

Construction Section

25X1A

Chief	GS-13
Drafting Room Supervisor	GS-11
Laboratory Room Supervisor	GS-11
Cartographic Draftsman (Sup.)	GS-8
Cartographic Draftsman (Lab.)	GS-8
Cartographic Draftsman	GS-7
Cartographic Draftsman	GS-6
Cartographic Draftsman	GS-5
Printer-Compositor	UC-18
Compositor-Printer	UC-18

25X1A

MAP LIBRARY BRANCH

Office of the Chief

Chief	GS-13
(Assistant Chief	GS-12)
(Assistant to the Chief	GS-11)
Secretary-Stenography	GS-4

Procurement Section

Geographer	GS-12
Geographer	GS-11
Geographer	GS-9
Librarian	GS-7
Clerk	GS-5
Clerk	GS-4
Clerk-Stenographer	GS-4
Clerk (Typing)	GS-4

Reference Section

Librarian	GS-11
Librarian	GS-9
Librarian	GS-7
Geographer	GS-7

Not to be filled concurrently.

SECRET

25X1A

Processing Section

Librarian
Librarian
Librarian
Librarian
Library Assistant
File Clerk
Clerk (Typing)

GS-11
GS-9
GS-7
GS-5
GS-5
GS-4
GS-4

ILLEGIB

Collection Unit

File Supervisor
File Supervisor
File Clerk
File Clerk
File Clerk

GS-7
GS-6
GS-5
GS-4
GS-3

25X1A

ECONOMIC AND INDUSTRIAL DIVISION

Office of the Chief

Chief
Assistant Chief
Secretary
Secretary

GS-15
GS-15
GS-6
GS-5

Administration and Control Section

Administrative Assistant
Information Control Officer (Secn.)
Information Control Officer (Secn.)
Clerk
Clerk Typist

GS-9
GS-9
GS-5
GS-4
GS-3

OPERATIONAL INTELLIGENCE BRANCH

Office of the Chief

Chief
Secretary

GS-15
GS-5

SECRET

SECRET

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- 16 -

Area Analysis Section

Intelligence Officer
Intelligence Officer
Intelligence Officer
Clerk Stenographer

25X1A

OS-11
OS-13
OS-11
OS-5

25X1A

Reports Review Section

Reports Review Officer
Reports Review Officer
Control Clerk

OS-11
OS-12
OS-5

Research Section

Economist (General)

OS-9

SOVIET ORBIT BRANCH

Office of the Chief

Chief
Intelligence Officer
Intelligence Officer
Intelligence Officer
Intelligence Officer
Intelligence Officer
Intelligence Officer
Intelligence Assistant
Clerk
Clerk

OS-15
OS-11
OS-13
OS-12
OS-11
OS-9
OS-7
OS-6
OS-5
OS-4

NON-SOVIET ORBIT BRANCH

Office of the Chief

Chief
Secretary

OS-15
OS-6

SECRET

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SECRET

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Finance and Foreign Trade Section

Business Economist
Business Economist
Business Economist
Business Economist
Clerk

25X1A

GS-14
GS-13
GS-12
GS-7
GS-5

25X1A

Energy Section

Business Economist
Business Economist
Business Economist
Business Economist
Business Economist
Clerk Stenographer

GS-14
GS-13
GS-11
GS-9
GS-7
GS-5

Minerals and Metallurgy Section

Business Economist
Business Economist
Business Economist
Business Economist
Business Economist
Clerk Stenographer

GS-14
GS-13
GS-12
GS-11
GS-9
GS-5

Transportation Section

Business Economist
Business Economist
Business Economist
Clerk Stenographer

GS-14
GS-13
GS-12
GS-5

Machinery and Machine Tools Section

Business Economist
Business Economist
Business Economist
Business Economist
Clerk Stenographer

GS-14
GS-13
GS-12
GS-11
GS-5

SECRET

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Chemicals and Light Industry Section

Business Economist
Business Economist
Business Economist
Business Economist
Clark Stenographer

25X1A

08-14
08-13
08-12
08-11
08-5

25X1A

Agriculture and Labor Section

Business Economist
Business Economist
Business Economist
Business Economist
Business Economist
Clark Stenographer

08-14
08-13
08-11
08-9
08-7
08-5

INTERNATIONAL FUNCTIONAL BRANCH

Office of the Chief

Chief
Secretary

08-15
08-5

Finance Section

Economist
Economist
Economist
Secretary

08-15
08-14
08-9
08-5

Fuels and Power Section

Economist
Economist
Economist
Secretary

08-15
08-14
08-13
08-5

Mineral Resources Section

Economist
Economist
Economist
Statistical Clerk
Secretary

08-15
08-14
08-13
08-5
08-5

SECRET

SECRET
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25X1A

Economic Warfare Section

Economist
Economist
Economist
Secretary

GS-15
GS-14
GS-11
GS-5

25X1A

TRANSPORTATION BRANCH

Office of the Chief

Intelligence Officer
Intelligence Officer
Intelligence Officer
Intelligence Officer
Intelligence Officer
Clerk
Clerk Stenographer
Clerk

GS-15
GS-14
GS-13
GS-12
GS-11
GS-6
GS-4
GS-4

INTERNATIONAL COMMODITIES AND INDUSTRIAL BRANCH

Office of the Chief

Chief
Secretary

GS-15
GS-5

Metals and Machinery Section

Economist
Economist
Secretary

GS-15
GS-14
GS-5

Chemicals and Light Industry

Economist
Economist
Secretary

GS-15
GS-14
GS-5

SECRET

25X1A

25X1A Electricity and Communications Section 25X1A

26 Sep - O/Ec
EC, O/RE
D/RE

Economist
Economist
Economist
Secretary

OS-15
OS-14
OS-13
OS-5

25X1A

Ch. + Admin
Dy. Intel
SOYFORIS
ARMY 302
Int. & Home
T. Marks
Int. & Comm.

Commercial Policies and Practices Section

Economist
Economist
Economist
Secretary

OS-15
OS-14
OS-13
OS-5

Agriculture and Labor Section

Economist
Economist
Economist (Population & Manpower)
Statistical Clerk
Secretary

OS-15
OS-14
OS-14
OS-5
OS-5

BASIC DIVISION

Office of the Chief

Chief
Deputy Chief
Administrative Assistant
Production Analyst
Production Control Officer
Secretary
Typist

OS-15
OS-15
OS-9
OS-9
OS-7
OS-6
OS-4

EDITORIAL BRANCH

Office of the Chief

Chief
Deputy Chief
Intelligence Officer
Intelligence Officer
Secretary

OS-15
OS-14
OS-12
OS-11
OS-5

SECRET

SECRET
- 21 -

Geographic Section

25X1A

Chapter Editor
Senior Editor
Editor
Assistant Editor
Typist

OS-11
OS-13
OS-12
OS-9
OS-1

25X1A

Transportation Section

Chapter Editor
Senior Editor
Editor
Assistant Editor
Typist

OS-11
OS-13
OS-12
OS-9
OS-1

Political Section

Chapter Editor
Senior Editor
Editor
Assistant Editor
Typist

OS-11
OS-13
OS-12
OS-9
OS-1

Economic Section

Chapter Editor
Senior Editor
Editor
Assistant Editor
Typist

OS-11
OS-13
OS-12
OS-9
OS-1

Military Section

Chapter Editor
Senior Editor
Editor
Assistant Editor
Typist

OS-11
OS-13
OS-12
OS-9
OS-1

Regional Review Section

Editor (EE/USG)
Editor (ER)

OS-11/13

SECRET

SECRET
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25X1A

Regional Review Section (Continued) 25X1A

Editor (DE)
Editor (FE)
Editor (H)
Editor (IA)

03-11/13
03-11/13
03-11/13
03-11/13

25X1A

PUBLICATION BRANCH

Office of the Chief

Chief
Deputy Chief
Assistant for Maps
Assistant for Graphics
Assistant for Production
Editorial Clerk
Secretary
Typist

03-13
03-12
03-11
03-11
03-11
03-7
03-5
03-4

Production Section 1

Chief
Senior Illustrator
Illustrator
Editorial Clerk
Clerk

03-9
03-8
03-7
03-6
03-5

Production Section 2

Chief
Senior Illustrator
Illustrator
Editorial Clerk
Clerk

03-9
03-8
03-7
03-6
03-5

Production Section 3

Chief
Senior Illustrator
Illustrator
Editorial Clerk
Clerk

03-9
03-8
03-7
03-6
03-5

25X1A

SECRET

25X1A

SECRET

OFFICE OF RESEARCH AND REPORTS

SUMMARY

25X1A

Office of the Assistant Director
Administrative Office
Plans and Operations Staff
Regional Research Division
Psychological Division
Geographic Division
Economic and Industrial Division
Basic Division
TOTAL.....

25X1A

SECRET

SECRET

Director of Training

Assistant Director for Research and Reports

Orientation and Indoctrination Program

REFERENCE: Confidential Memorandum from Director of Training to all Assistant Directors and Staff Chiefs, subject as above, dated 11 December 1950

1. In response to reference memorandum, a draft of the proposed presentation for the Office of Research and Reports is submitted herewith as Appendix A. It is emphasized that in view of the reorganization now in process in this Office, Appendices A and B are necessarily tentative. Should changes prove necessary, they will be submitted as promptly as possible.

2. An estimated twenty-five minutes will be required for this presentation.

3. It is requested that three charts be made for use in the presentation. Appendix B provides specifications for these charts. Visual aids personnel may obtain any further production details from [REDACTED] extension 2441. Unless otherwise advised, it is assumed that a chart of the CIA organization down to and including the Assistant Director level will be available in addition to the charts requested in Appendix B.

4. Appendix A has been prepared under the assumption that top secret matter is not to be discussed. Chart dimensions specified in Appendix B are the previously used convenient size of 30" x 40" on the assumption that no more than approximately fifty persons will be addressed at a time, as may be true when only new employees are to be oriented. For larger groups, slides or Balopticon projection or larger charts would be required. Since the group size presumably will be controlled by the Director of Training, chart sizes in Appendix B have been designated 30" x 40" unless otherwise ordered by the Director of Training, CIA.

S/PO

3 January 1951

THEODORE BABBITT

Attachments
Appendices A and B

Distribution:

Addressee - Original & 1
AD/RR - 2
S/PO - 2

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